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ABSTRACT

Included in this directory are facts regarding libraries and information centers in 24 countries having collections in the field of literacy. Each entry contains: name, address, and type of center; name of parent institution; source of support; personnel data; center objectives; proportion of collection devoted to literacy, adult education, and related fields; classification system and how material is arranged on the shelf; total number of books, documents, and periodicals in the field; type, name, and scope of publications; publications offered in exchange; and current activities and services. (SC)

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DIRECTORY
OF LIBRARIES AND INFORMATION
CENTRES IN THE FIELD OF LITERACY

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1973

DIRECTORY OF

LIBRARIES AND INFORMATION CENTRES

IN THE FIELD OF LITERACY

INTERNATIONAL INSTITUTE FOR ADULT LITERACY METHODS

P.O. Box 1555

Teheran

IRAN

1973 edition.

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INTRODUCTION

The 1973 edition of the *Directory of Libraries and Information Centres in the Field of Literacy* follows the *Preliminary Draft* which was issued in October 1972. While the *Directory's* format is essentially the same, some significant changes in content have been made. The sections on Projects in the Field of Literacy have been omitted. These sections will be reinstated in future editions when new information and documents on these projects are available. To aid the user, an index of the libraries and information centres described in this volume has been included.

We realize that many libraries which have significant collections in the field of literacy have been inadvertently omitted. We will appreciate information on these libraries so that they can be included in the next edition of the *Directory*.

We appreciate the time and trouble taken by the personnel of organizations mentioned in the *Directory* in filling out our questionnaires, and welcome corrections and comments.

Tehran, September 1973.

DIRECTORY OF
LIBRARIES AND INFORMATION CENTRES

ARGENTINA

NAME OF CENTER: Centro de Documentación e Información Educativa

ADDRESS: Edificio 9 de Julio 40 Piso
San Juan, Argentina

NAME OF PARENT INSTITUTION: -

SUPPORTED BY: -

TYPE OF CENTER: Educational Information Centre.

TOTAL NUMBER OF PERSONNEL: -

FULL TIME	-	PART TIME	-
PROFESSIONAL	-	NON-PROFESSIONAL	-

OBJECTIVES OF THE CENTER: -

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	10%	ADULT EDUCATION	10%
RELATED FIELDS	30%	OTHERS	50%

CLASSIFICATION SYSTEM: U.D.C.

MATERIAL ARRANGEMENT ON THE SHELF: Subject divided by country.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 3,000

TOTAL NUMBER OF PERIODICALS: 200

TYPE AND NAME OF PUBLICATIONS:

Serio Informativa, monthly

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: -

CURRENT ACTIVITIES AND SERVICES:

a. organization of research projects in the field of adult education;

b. organization of information program;

c. maintenance of abstracts files;

d. preparation of subject bibliographies;

e. distribution of acquisition lists.

AUSTRALIA

NAME OF CENTER: Library, Summer Institute of Linguistics (S.I.L.)

ADDRESS: P.O. Berrimah, North Territory, 5788, Australia.

NAME OF PARENT INSTITUTION: S.I.L. Headquarters in U.S.A.

SUPPORTED BY: Private co-operation.

TYPE OF CENTER: Information and research center.

TOTAL NUMBER OF PERSONNEL: -

FULL TIME	-	PART TIME	-
PROFESSIONAL	-	NON-PROFESSIONAL	-

OBJECTIVES OF THE CENTER:

Provide the required materials for the use of members and others involved in programmes of vernacular literacy and transition into English.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	25%	ADULT EDUCATION	-
RELATED FIELDS	-	OTHERS	75%

CLASSIFICATION SYSTEM: Dewey

MATERIAL ARRANGEMENT ON THE SHELF: Dewey

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 1,100

TOTAL NUMBER OF PERIODICALS RECEIVED: 7

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

Notes on Literacy

SCOPE OF PUBLICATIONS:

Practical programmes of vernacular literacy, linguistic problems, bibliographies and abstracts.

ARE PUBLICATIONS OFFERED IN EXCHANGE: No.

CURRENT ACTIVITIES AND SERVICES:

a. research in the field of adult vernacular literacy;

b. seminars.

BAHRAIN

NAME OF CENTER: Bahrain Public Library

ADDRESS: P.O. Box No. 43. Bahrain.

NAME OF PARENT INSTITUTION: Ministry of Education

SUPPORTED BY: -

TYPE OF CENTER: Research and reference centre

TOTAL NUMBER OF PERSONNEL: 14

FULL TIME	PART TIME
PROFESSIONAL	NON-PROFESSIONAL

OBJECTIVES OF THE CENTER:

Give library service to all citizens

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY: small proportion	ADULT EDUCATION: large proportion
RELATED FIELDS	OTHERS

CLASSIFICATION SYSTEM: Dewey and subject index

MATERIAL ARRANGEMENT ON THE SHELF: By accession number

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 45,000

TOTAL NUMBER OF PERIODICALS: 81

TYPE AND NAME OF PUBLICATIONS: Educational

SCOPE OF PUBLICATIONS: Educational

PUBLICATIONS OFFERED IN EXCHANGE: Yes.

CURRENT ACTIVITIES:

a. organization of seminars;

b. distribution of annotated acquisition lists.

CANADA

NAME OF CENTER: Coady International Institute Library

ADDRESS: Antigonish, Nova Scotia, Canada.

NAME OF PARENT INSTITUTION: St. Francis Xavier University

SUPPORTED BY: -

TYPE OF CENTER: Research Library

TOTAL NUMBER OF PERSONNEL:

FULL TIME	-	PART TIME	-
PROFESSIONAL	-	NON-PROFESSIONAL	-

OBJECTIVES OF THE CENTER:

To serve the students from developing countries who take regular or summer courses at the Institute.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	1%	ADULT EDUCATION	7%
RELATED FIELDS	70%	OTHERS	22%

CLASSIFICATION SYSTEM: Dewey

MATERIAL ARRANGEMENT ON THE SHELF: Dewey with a few exceptions - pamphlets, periodicals, reserve books.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 3,000

TOTAL NUMBER OF PERIODICALS: 134

TYPE AND NAME OF PUBLICATIONS: No publications.

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: -

CURRENT ACTIVITIES AND SERVICES:

a. sponsoring seminars;
b. sponsoring film and information programmes;
c. preparation of subject bibliographies;
d. distribution of acquisition lists;
e. mail and photocopy services;
f. inter-library loan service.

CANADA

NAME OF THE CENTER: Training Research and Development Station (formerly Saskatchewan New-Start Incorporated)

ADDRESS: P.O. Box 1565, Prince Albert, Saskatchewan, Canada.

NAME OF PARENT INSTITUTION: Department of Manpower and Immigration.

SUPPORTED BY: Government.

TYPE OF CENTER: Adult curriculum development.

TOTAL NUMBER OF PERSONNEL: 30

FULL TIME	25	PART TIME	5
PROFESSIONAL	17	NON-PROFESSIONAL	13

OBJECTIVES OF THE CENTRE:

To develop new methods of training adults who are educationally disadvantaged.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	3%	ADULT EDUCATION	7%
RELATED FIELDS	90%	OTHERS	social science

CLASSIFICATION SYSTEM: Library of Congress.

MATERIAL ARRANGEMENT ON THE SHELF: Library of Congress.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 8,000

TOTAL NUMBER OF PERIODICALS: 146

TYPE AND NAME OF PUBLICATIONS:

Adult curricula in English as a second language,
Literacy,
Academic upgrading,
Life skills and small business management.

SCOPE OF PUBLICATIONS: Instructors' manuals & student materials.

PUBLICATIONS OFFERED IN EXCHANGE: No.

CURRENT ACTIVITIES AND SERVICES:

a. research in the area of English as a second language, literacy, academic upgrading, life skills, small business management, guidance counseling for schools industrial training and job search training;

b. seminars;

c. publications.

COLOMBIA

NAME OF THE CENTER: Literacy Section

ADDRESS: Apartado National 5787, Bogota. Colombia.

NAME OF PARENT INSTITUTION: Summer Institute of Linguistics
Headquarters in U.S.A.

SUPPORTED BY: Private cooperation.

TYPE OF CENTER: Information and research centre.

TOTAL NUMBER OF PERSONNEL: 4

FULL TIME	PART TIME
PROFESSIONAL	NON-PROFESSIONAL

OBJECTIVES OF THE CENTER:

Provide required materials for the use of members and others involved in programs of vernacular literacy and translation into Spanish.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	80%	ADULT EDUCATION	10%
RELATED FIELDS	10%	OTHERS	-

CLASSIFICATION SYSTEM: Dewey

MATERIAL ARRANGEMENT ON THE SHELF: Dewey

TOTAL NUMBER OF DOCUMENTS IN THE FIELD: 1,600

TOTAL NUMBER OF PERIODICALS: 4

TYPE AND NAME OF PUBLICATIONS:

Pre-primers and primers in various languages, bibliography, advanced readers, scripture.

SCOPE OF PUBLICATIONS: Practical programmes, theory and discussion of vernacular, community development.

PUBLICATIONS OFFERED IN EXCHANGE: No.

CURRENT ACTIVITIES AND SERVICES:

a. research in the field of vernacular literacy;

b. workshops.

EGYPT

NAME OF THE CENTER: The Library and Documentation Centre

ADDRESS: Regional Center for Functional Literacy in Rural Areas for the Arab States (ASFEC), Sirs-el-Layyan, Menoufia, U.A.R.

NAME OF PARENT INSTITUTION: ASFEC.

SUPPORTED BY: Unesco and the Arab States.

TYPE OF CENTER: Special library.

TOTAL NUMBER OF PERSONNEL: 3

FULL TIME	2	PART TIME	1
PROFESSIONAL	2	NON-PROFESSIONAL	1

OBJECTIVES OF THE CENTER:

Acquisition, processing & dissemination of information on literacy, adult education and related subjects with special emphasis on the Arab States.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	1%	ADULT EDUCATION	10%
RELATED FIELDS	55%	OTHERS	25%

CLASSIFICATION SYSTEM: Dewey supported with UDC (for books) & subject classification for documents.

MATERIAL ARRANGEMENT ON THE SHELF: Country and subject wise.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD:
15,000 books and 5,000 documents.

TOTAL NUMBER OF PERIODICALS RECEIVED: 250

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

Occasional abstracts, information papers and bibliographies.

SCOPE OF PUBLICATIONS: -

ARE PUBLICATIONS OFFERED IN EXCHANGE Yes

CURRENT ACTIVITIES AND SERVICES:

a. preparation of subject bibliographies;

b. distribution of acquisition lists.

FRANCE

NAME OF CENTER: Bibliothèque du Musée de l'Homme

ADDRESS: Palais de Chaillot, Place du Trocadero, 75.
Paris (16e) France.

NAME OF PARENT INSTITUTION: Musée National d'Histoire Naturelle.

SUPPORTED BY: Direction des Bibliothèque et de la Lecture Publique.

TYPE OF CENTER: Research & public library.

TOTAL NUMBER OF PERSONNEL: 22

FULL TIME	11	PART TIME	11
PROFESSIONAL	20	NON-PROFESSIONAL	2

OBJECTIVES OF THE CENTER:

Research and collection of documents concerning cultural & social anthropology of illiterate people.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	2%	ADULT EDUCATION	1%
RELATED FIELDS	60%	OTHERS	37%

CLASSIFICATION SYSTEM: Library of Congress

MATERIAL ARRANGEMENT ON THE SHELF: Library of Congress

TOTAL NUMBER OF DOCUMENTS IN THE FIELD: -

TOTAL NUMBER OF PERIODICALS RECEIVED: -

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

- Annual acquisition lists.
- Mimeographed cards.

SCOPE OF PUBLICATIONS: -

ARE PUBLICATIONS OFFERED IN EXCHANGE -

CURRENT ACTIVITIES AND SERVICES:

Preparation of annual acquisition lists, mail reference services.

INDIA

NAME OF THE CENTER: Eastern Upper Pradesh. Adult Education Centre.

ADDRESS: Deoria, U.P., India.

NAME OF PARENT INSTITUTION: same

SUPPORTED BY: World Literacy of Canada

TYPE OF CENTER: Functional Education Centre

TOTAL NUMBER OF PERSONNEL: 7

FULL TIME	5	PART TIME	-
PROFESSIONAL	1	NON-PROFESSIONAL	1

OBJECTIVES OF THE CENTER:

a. Creating change among the people and institutions to help them participate in the development of their community through functional literacy and adult education programmes;

b. development of leadership in the field of adult education;

c. extension of financial and technical assistance to the institution for implementation of literacy and adult education;

d. help to intiate functional literacy programmes of research; and,

e. provision of counselling and guidance services to the institutions in functional literacy.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	15%	ADULT EDUCATION	70%
RELATED FIELDS	10%	OTHERS	5%

CLASSIFICATION SYSTEM: Subject indexing

MATERIAL ARRANGEMENT ON THE SHELF: Subject wise

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 10,500

TOTAL NUMBER OF PERIODICALS: 6

TYPE AND NAME OF PUBLICATIONS: Annual report

SCOPE OF PUBLICATIONS: Activities of the Centre

PUBLICATIONS OFFERED IN EXCHANGE: No.

CURRENT ACTIVITIES AND SERVICES:

a. organization of professional workshops, seminars, training courses in functional literacy;

b. propogating improved practices of agricultural production and home-making through use of mass communication media;

c. developing a clearing house in functional literacy education for the service area.

INDIA

NAME OF THE CENTER: Gujarat State Social Education Committee.

ADDRESS: Kanjibhai Desai Samaj Shikshan Bhavan, Opposite Museum, Chewk, Surat.

NAME OF PARENT INSTITUTION: -

SUPPORTED BY: Gujarat State and public contributions.

TYPE OF CENTER: Literacy and adult education

TOTAL NUMBER OF PERSONNEL: 10

FULL TIME	7	PART TIME	3
PROFESSIONAL	1	NON-PROFESSIONAL	9

OBJECTIVES OF THE CENTER:

- organization of adult literacy and adult education in the Gujarat State;
- to serve as a clearing house for the whole state.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	85%	ADULT EDUCATION	3%
RELATED FIELDS	10%	OTHERS	2%

CLASSIFICATION SYSTEM: General Indian methods: title, author and subject wise.

MATERIAL ARRANGEMENT ON THE SHELF: -

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELDS: General, 7137; Reference 543.

TOTAL NUMBER OF PERIODICALS:

TYPE AND NAME OF PUBLICATIONS:

Jeevandeep - monthly Gujarati

Char Deevadi Fortnightly Gujarati

SCOPE OF PUBLICATIONS:

PUBLICATIONS OFFERED IN EXCHANGE:

CURRENT ACTIVITIES AND SERVICES:

a. research and evaluation of the adult literacy programme;

b. training of key personnel and workers;

c. publication of literature for neo-literates, and new reading material. (158 up to December, 1972)

d. seminars and workshops;

e. maintaining the reference library;

f. arranging extension lectures on various useful topics;

g. arranging public reading rooms and general library service.

INDIA

NAME OF CENTER: Indian Adult Education Association.

ADDRESS: 17-B, Indraprastha, New Delhi-I, India.

NAME OF PARENT INSTITUTION: same

SUPPORTED BY: -

TYPE OF CENTER: Research library

TOTAL NUMBER OF PERSONNEL: 3

FULL TIME	3	PART TIME	-
PROFESSIONAL	1	NON-PROFESSIONAL	2

OBJECTIVES OF THE CENTER:

Dissemination of information on adult education and serving as a clearing house.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	15%	ADULT EDUCATION	25%
RELATED FIELDS	30%	OTHERS	30%

CLASSIFICATION SYSTEM: -

MATERIAL ARRANGEMENT ON THE SHELF: subjects divided into countries.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 10,000

TOTAL NUMBER OF PERIODICALS RECEIVED: 150

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

a. Indian Journal of Adult Education, monthly and in English;

b. Proudeh Shiksha, monthly in Hindu.

c. Kheli Me Sirdhan, fortnightly in Hindu.

SCOPE OF PUBLICATIONS: adult education

ARE PUBLICATIONS OFFERED IN EXCHANGE: Yes.

CURRENT ACTIVITIES AND SERVICES:

a. research and evaluation;

b. seminars and workshops;

c. maintenance of abstract files;

d. preparation of subject bibliographies;

e. distribution of acquisition lists.

INDIA

NAME OF THE CENTER: Literacy International Committee Information Centre*

ADDRESS: A-9 Maharani Bagh, New Delhi-14, India

NAME OF PARENT INSTITUTION: -

SUPPORTED BY: World Education Inc., (New York)
World Literacy of Canada;
Netherlands' Literacy International

TYPE OF CENTER: Special information Centre.

TOTAL NUMBER OF PERSONNEL: 4

FULL TIME	2	PART TIME	2
PROFESSIONAL	-	NON-PROFESSIONAL	-

OBJECTIVES OF THE CENTER:

To provide a comprehensive information and documentation service on adult literacy organizations, programmes, resources, specialists, field workers and other agencies in different countries and to publish periodicals, papers and reports on various aspects of adult literacy.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	90%	ADULT EDUCATION	10%
RELATED FIELDS	-	OTHERS	-

CLASSIFICATION SYSTEM: Subject indexing

MATERIAL ARRANGEMENT ON THE SHELF: By accession number

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 2,100

* The Information Centre of the former Literacy International Committee is now housed at Literacy House, Lucknow.

TOTAL NUMBER OF PERIODICALS RECEIVED: 50

TYPE AND NAME(S) OF PUBLICATIONS:

Literacy Today, bimonthly.

SCOPE OF PUBLICATIONS:

Reviews, abstracts, short articles and new notes on literacy activities around the world.

CURRENT ACTIVITIES AND SERVICES:

a. research and evaluation;

b. organization of seminars and workshops;

c. maintenance of abstract files;

d. preparation of subject bibliographies;

e. distribution of acquisition lists.

INDIA

NAME OF CENTER: Workers' Institute

ADDRESS: 127, Devi Ahilya Marg, Indore - 3, Madhya Pradesh - India.

NAME OF PARENT INSTITUTION: same

SUPPORTED BY: Government of India

TYPE OF CENTER: Public Library.

TOTAL NUMBER OF PERSONNEL: 2

FULL TIME	2	PART TIME	-
PROFESSIONAL	1	NON-PROFESSIONAL	1

OBJECTIVES OF THE CENTER:

a. Providing a study centre for private students;

b. issuing books for adult workers through libraries at different centres and also through box libraries.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	10%	ADULT EDUCATION	5%
RELATED FIELDS	3%	OTHERS	82%

CLASSIFICATION SYSTEM: Dewey

MATERIAL ARRANGEMENT ON THE SHELF: Subject wise - Dewey schedule.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 10,357

TOTAL NUMBER OF PERIODICALS RECEIVED: 38

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

Annual reports.

SCOPE OF PUBLICATIONS: activities of the Institute.

ARE PUBLICATIONS OFFERED IN EXCHANGE: No.

CURRENT ACTIVITIES AND SERVICES: -

IRAN

NAME OF THE CENTER: International Institute for Adult Literacy Methods, Documentation Centre.

ADDRESS: P.O. Box 1555, Teheran, Iran.

NAME OF PARENT INSTITUTION: -

SUPPORTED BY: UNDP., Member States of Unesco and the Government of Iran.

TYPE OF CENTER: Documentation, research and special information center.

TOTAL NUMBER OF PERSONNEL: 6

FULL TIME	4	PART TIME	2
PROFESSIONAL	2	NON-PROFESSIONAL	4

OBJECTIVES OF THE CENTER:

a. Collect, classify and exchange documentation on literacy;

b. carrying out comparative studies of the methods, media, materials and techniques used in literacy programmes;

c. dissemination of information on literacy activities through its publications.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	70%	ADULT EDUCATION	10%
RELATED FIELDS	15%	OTHERS	5%

CLASSIFICATION SYSTEM: Accession number

MATERIAL ARRANGEMENT ON THE SHELF: Accession number; retrieval by descriptors.

TOTAL NUMBER OF BOOKS AND DOCUMENTS: 5,000

TOTAL NUMBER OF PERIODICALS RECEIVED: 70

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

a. Literacy Discussion, quarterly;

b. Literacy Work, quarterly;

c. Literacy Documentation, quarterly.

d. Directory of Libraries, Information Centres and Projects in the field of Literacy.

SCOPE OF PUBLICATIONS: Literacy, adult education and related fields.

ARE PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. documentation;

b. dissemination of information through publications;

c. library research and studies on literacy;

d. preparation of subject bibliographies (on request).

IRAN

NAME OF THE CENTER: National Committee for World Literacy Programme, Library.

ADDRESS: 133/2, Kharadmande Shomali-Ave., Teheran, Iran.

NAME OF PARENT INSTITUTION: National Committee for World Literacy Programme.

SUPPORTED BY: Plan Organization, Iran

TYPE OF CENTRE: Library and Documentation Centre

TOTAL NUMBER OF PERSONNEL:

FULL TIME	2	PART TIME	-
PROFESSIONAL	-	NON-PROFESSIONAL	-

OBJECTIVES OF THE CENTER: -

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	15%	ADULT EDUCATION	10%
RELATED FIELDS	70%	OTHERS	5%

CLASSIFICATION SYSTEM: Dewey

MATERIAL ARRANGEMENT ON THE SHELF: Subject

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: -

TOTAL NUMBER OF PERIODICALS RECEIVED: 8

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

Acquisition list, annually.

SCOPE OF PUBLICATIONS: Literacy and teacher training

ARE PUBLICATIONS OFFERED IN EXCHANGE: No.

CURRENT ACTIVITIES AND SERVICES:

collecting literacy materials in Persian language.

JAPAN

NAME OF THE CENTER: The Library of Education - National Institute for Educational Research.

ADDRESS: 6-5-22 Shimomeguro, Mexurokur Tokyo, Japan.

NAME OF PARENT INSTITUTION: National Institute for Educational Research.

SUPPORTED BY: Government

TYPE OF CENTER: Research Library

TOTAL NUMBER OF PERSONNEL:

FULL TIME	10	PART TIME	-
PROFESSIONAL	8	NON-PROFESSIONAL	2

OBJECTIVES OF THE CENTER:

a. Collection, preservation and use of text books, teaching aids and other related materials;

b. study of administration and management of school libraries and making the results of the studies available;

c. cataloguing books and materials for educational researchers.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	5%	ADULT EDUCATION	5%
RELATED FIELDS	50%	OTHERS	40%

CLASSIFICATION SYSTEM: Dewey

MATERIAL ARRANGEMENT ON THE SHELF: By call number.

TOTAL NUMBER OF BOOKS AND DOCUMENT: 220,000

TOTAL NUMBER OF PERIODICALS: 500

TYPE AND NAME OF PUBLICATIONS:

Bulletin of the National Institute of Educational Research

Education Index (Japanese documents only)

SCOPE OF PUBLICATIONS: all education fields and educational research

PUBLICATIONS OFFERED IN EXCHANGE: No

CURRENT ACTIVITIES AND SERVICES:

Mail reference service

KENYA

NAME OF THE CENTER: Board of Adult Education

ADDRESS: P.O. Box 30547, Nairobi.

NAME OF PARENT INSTITUTION: Government of Kenya

SUPPORTED BY: -

TYPE OF CENTRE: Clearing and Central Information.

TOTAL NUMBER OF PERSONNEL 8

FULL TIME	8	PART TIME	-
PROFESSIONAL	3	NON-PROFESSIONAL	5

OBJECTIVES OF THE CENTER:

Storing and cataloguing documents on adult education

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	10%	ADULT EDUCATION	80%
RELATED FIELDS	5%	OTHERS	5%

CLASSIFICATION SYSTEM : Subject indexing

MATERIAL ARRANGEMENT ON THE SHELF: Country wise subdivided by subject

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELDS: -

TOTAL NUMBER OF PERIODICALS: -

TYPE AND NAME OF PUBLICATIONS:

Quarterly publication on adult education.

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. organization of research projects

b. organization of seminars and workshops

c. organization of courses for members of Parliament and local authorities.

MEXICO

NAME OF THE CENTER: Centro Regional de Alfabetizacion Funcional en las Zonas Rurales de America Latina (CREFAL).

ADDRESS: Patzcuaro, Mich., Mexico.

NAME OF PARENT INSTITUTION: Unesco

SUPPORTED BY: Unesco and the Mexican Government

TYPE OF CENTER: Functional Literacy Centre

TOTAL NUMBER OF PERSONNEL: 55

FULL TIME	PART TIME
PROFESSIONAL	NON-PROFESSIONAL

OBJECTIVES OF THE CENTER: -

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	4.7%	ADULT EDUCATION	16.7%
RELATED FIELDS	3%	OTHERS	75.33%

CLASSIFICATION SYSTEM: Dewey

MATERIAL ARRANGEMENT ON THE SHELF: Dewey

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 20,526

TOTAL NUMBER OF PERIODICALS RECEIVED: 663

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

Carta Informativa. bi-monthly.

SCOPE OF PUBLICATIONS: -

ARE PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. organization of research studies;
b. organization of seminars;
c. organization of information programmes;
d. preparation of subject bibliographies;
e. mail reference service;
f. technical assistance to local libraries.

NETHERLANDS

NAME OF THE CENTER: Centre for the Study of Education in Changing Societies.

ADDRESS: c/o Nuffic, Molenstraat 27, Den Haag, Netherlands.

NAME OF PARENT INSTITUTION: Nuffic. Foundation for International Cooperation, Netherlands Universities.

SUPPORTED BY: Nuffic. Foundation for International Cooperation, Netherlands Universities.

TYPE OF CENTER: Special information centre.

TOTAL NUMBER OF PERSONNEL: 9

FULL TIME	8	PART TIME	1
PROFESSIONAL	7	NON-PROFESSIONAL	2

OBJECTIVES OF THE CENTER:

Research on educational problems in developing countries.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	7%	ADULT EDUCATION	6%
RELATED FIELDS	72%	OTHERS	15% (social science)

CLASSIFICATION SYSTEM: Universal Decimal Classification (U.D.C.)

MATERIAL ARRANGEMENT ON THE SHELF: U.D.C. arrangement.

TOTAL NUMBER OF BOOKS AND DOCUMENTS: 2,210

TOTAL NUMBER OF PERIODICALS RECEIVED: 45

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY: -

SCOPE OF PUBLICATIONS: -

ARE PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. organization of research projects, seminars;

b. distribution of annotated acquisition lists;

c. photocopy service.

NETHERLANDS

NAME OF CENTER: Department of Extension Education

ADDRESS: Herenstraat 25, Wageningen, Netherlands.

NAME OF PARENT INSTITUTION: Agricultural University

SUPPORTED BY: -

TYPE OF CENTER: University library

TOTAL NUMBER OF PERSONNEL:

FULL TIME	5	PART TIME	3
PROFESSIONAL	-	NON-PROFESSIONAL	-

OBJECTIVES OF THE CENTER:

Assisting the staff and the students in their studies and research work by providing them with the required materials.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	2%	ADULT EDUCATION	10%
RELATED FIELDS	30%	OTHERS	58%

CLASSIFICATION SYSTEM: Universal Decimal Classification

MATERIAL ARRANGEMENT ON THE SHELF: Universal Decimal Classification

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: -

TOTAL NUMBER OF PERIODICALS RECEIVED: -

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY: -

SCOPE OF PUBLICATIONS: -

ARE PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. research and survey;

b. organization of seminars;

c. distribution of acquisition lists.

NEW ZEALAND

NAME OF THE CENTER: National Council of Adult Education

ADDRESS: 192 Tinakori Road, Wellington P.O. Box 12-114, Wellington North.

NAME OF PARENT INSTITUTION: National Council of Adult Education

SUPPORTED BY: University grants

TYPE OF CENTER: Information and research centre.

TOTAL NUMBER OF PERSONNEL:

FULL TIME -	PART TIME 2
PROFESSIONAL 1	NON-PROFESSIONAL 1

OBJECTIVES OF THE CENTER:

Provide materials for teachers in adult education throughout the country.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY 10%	ADULT EDUCATION 50%
RELATED FIELDS 20%	OTHERS 20%

CLASSIFICATION SYSTEM: U.D.C. Canadian expression

MATERIAL ARRANGEMENT ON THE SHELF: U.D.C. Canadian expression

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 2,500

TOTAL NUMBER OF PERIODICALS: 70

TYPE AND NAME OF PUBLICATIONS:

a. Studies on history and development of adult education in New Zealand, especially for Maori people;

b. Half-yearly journal - Continuing Education in New Zealand.

SCOPE OF PUBLICATIONS: Adult education and continuing education.

PUBLICATION OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

Organization of research and information projects.

NIGERIA

NAME OF THE CENTER: Department of Adult Education, Nigeria Baptist Convention.

ADDRESS: P.O. Box 315 Zaria, Nigeria

NAME OF PARENT INSTITUTION: Nigerian Baptist Convention

SUPPORTED BY: Nigerian Baptist Convention

TYPE OF CENTER: Literacy materials and personnel development.

TOTAL NUMBER OF PERSONNEL: 7

FULL TIME	5	PART TIME	2
PROFESSIONAL	3	NON-PROFESSIONAL	4

OBJECTIVES OF THE CENTER:

Preparation of literacy and adult education related materials and training.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	95%	ADULT EDUCATION	5%
RELATED FIELDS		OTHERS	

CLASSIFICATION SYSTEM: According to the date of publication

MATERIAL ARRANGEMENT ON THE SHELF: By publisher and publication date.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: -

TOTAL NUMBER OF PERIODICALS RECEIVED: 6

TYPE AND NAME(S) OF PUBLICATIONS:

Ladder to Literacy

Adult Education News

SCOPE OF PUBLICATIONS: Materials available, news of areas of progress, activities of personnel.

PUBLICATIONS OFFERED IN EXCHANGE: -

CURRENT ACTIVITIES AND SERVICES:

a. development of new materials;

b. organization of teacher training;

c. organization of workshops.

NIGERIA

NAME OF THE CENTER: Institute of Adult Education

ADDRESS: University of Ibadan, Ibadan, Nigeria

NAME OF PARENT INSTITUTION: Department of Adult Education, University of Ibadan.

SUPPORTED BY: Unesco.

TYPE OF CENTER: Documentation, clearing house.

TOTAL NUMBER OF PERSONNEL: 6

FULL TIME	4	PART TIME	2
PROFESSIONAL	3	NON-PROFESSIONAL	3

OBJECTIVES OF THE CENTER:

To produce and distribute literacy books and publications;

to give information and advice on functional literacy and adult education in general.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	90%	ADULT EDUCATION	10%

CLASSIFICATION SYSTEM: According to date of publication.

MATERIAL ARRANGEMENT ON THE SHELF: By publisher and publication date.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 50

TOTAL NUMBER OF PERIODICALS RECEIVED: 10

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

a. I.A.A.E. Newsletter;

b. Occasional publications;

c. Work-oriented literacy books.

SCOPE OF PUBLICATION: -

ARE PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. research in work-oriented literacy;

b. seminars and workshops.

NORWAY

NAME OF THE CENTER: Voksenpedagogisk documentasjonst Jeneste (Adult Education Documentation)

ADDRESS: Norsk pedagogisk studiesamling (Norwegian Central Education Library) Observatoriegt. 1, Oslo 2, Norway.

NAME OF PARENT INSTITUTION: The Royal University Library in Oslo.

SUPPORTED BY: -

TYPE OF CENTER: -

TOTAL NUMBER OF PERSONNEL: 2

FULL TIME		PART TIME	2
PROFESSIONAL	2	NON-PROFESSIONAL	

OBJECTIVES OF THE CENTER:

Provide the subscribers with information on current adult education literature. Lend books. Provide photo-copies of articles in journals.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY:-	ADULT EDUCATION :-
RELATED FIELDS :-	OTHERS:-

CLASSIFICATION SYSTEM: UDC and a special system of NPS.

MATERIAL ARRANGEMENT ON THE SHELF: Subject wise

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: -

TOTAL NUMBER OF PERIODICALS: 110

TYPE AND NAME(S) OF PUBLICATIONS:

a. Abstracts of articles on adult education;

b. subject bibliography on adult education.

SCOPE OF PUBLICATIONS: Adult education counseling, vocational education, educational technology.

PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. preparation of abstracts and subject bibliographies;

b. research in the field of Nordic Project on SDI service by means of computer, ERIC, and psychological abstracts;

c. assistance in information retrieval and compiling of bibliographies.

PAKISTAN

NAME OF THE CENTER: Local Government Training Institute.

ADDRESS: Lalamusa (Punjab - Pakistan)

NAME OF PARENT INSTITUTION: -

SUPPORTED BY: Department of Local Government and Social Welfare.

TYPE OF CENTER: Training research and clearing house.

TOTAL NUMBER OF PERSONNEL: 10

FULL TIME : 10 PART TIME -

PROFESSIONAL - NON-PROFESSIONAL -

OBJECTIVES OF THE CENTER:

a. To organize pre-service and in-service training programmes for employees of local government institutes;

b. to organize in-service training programmes for persons both official and non-official working in the field of rural community development and adult literacy;

c. to conduct research in the field of local government and rural development.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY 10% ADULT EDUCATION 5%

RELATED FIELDS 60% OTHERS 25%

CLASSIFICATION SYSTEM: subject indexing

MATERIAL ARRANGEMENT ON THE SHELF: subject wise

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 980

TOTAL NUMBER OF PERIODICALS RECEIVED: 6

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

Pre-primers and primers for neo learners.

Teachers' guide.

SCOPE OF PUBLICATIONS: -

ARE PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES: -

PAKISTAN

NAME OF THE CENTER: Unesco Regional Centre for Book Development in Asia.

ADDRESS: 26A P.E.C.H.S., Karachi-29, Pakistan.

NAME OF PARENT INSTITUTION: Unesco.

SUPPORTED BY: Unesco ,UNDP, and the Govt. of Pakistan.

TYPE OF CENTER: Special Information Centre.

TOTAL NUMBER OF PERSONNEL: 12

FULL TIME	12	PART TIME	
PROFESSIONAL	3	NON-PROFESSIONAL	9

OBJECTIVES OF THE CENTER:

To assist in a professional and advisory capacity and by dissemination of information, the development of the book industry in Asian Member States of Unesco.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	8%	ADULT EDUCATION	1%
RELATED FIELDS	1%	OTHERS	90%

CLASSIFICATION SYSTEM: U.D.C. & subject indexing

MATERIAL ARRANGEMENT ON THE SHELF: according to subject and sub-divided by country.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 60

TOTAL NUMBER OF PERIODICALS RECEIVED: 13

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

Newsletter: a quarterly bulletin

SCOPE OF PUBLICATIONS: Publishing, library science, and literacy.

ARE PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES: -

SOUTH AFRICA, REPUBLIC OF

NAME OF CENTER: Marguerite Harvey Research Institute

ADDRESS: P.O. Box 314, Durban, Natal, South Africa.

NAME OF PARENT INSTITUTION: Operation Upgrade of Southern Africa.

SUPPORTED BY: Private Cooperation

TYPE OF CENTER: Research library for literacy workers.

TOTAL NUMBER OF PERSONNEL: 4

FULL TIME -	PART TIME -
PROFESSIONAL -	NON-PROFESSIONAL -

OBJECTIVES OF THE CENTER:

Provides reference facilities for the staff of "Operation Upgrade of Southern Africa" and also for about 1,000 literacy workers undertaking research activities for the preparation of literacy materials.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY 100%	ADULT EDUCATION
RELATED FIELDS	OTHERS

CLASSIFICATION SYSTEM: Dewey

MATERIAL ARRANGEMENT ON THE SHELF: Dewey

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 3,716

TOTAL NUMBER OF PERIODICALS RECEIVED: 35

TYPE AND NAME(S) OF PUBLICATIONS:

-Literacy primers for teaching English, Afrikaans, Zulu, Tswana and Xhosa;

-teachers books for same languages;

-literacy journalism for literacy workers;

-bibliography of books for new readers;

-Upgrade Magazine.

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: Complimentary copies sent to different countries.

CURRENT ACTIVITIES AND SERVICES:

a. Organization of research projects;

b. distribution of books to various institutions, and

c. preparation for teachers training course.

SUDAN

NAME OF CENTER: Educational Documentation Center

ADDRESS: P.O. Box 2490, Khartoum, Sudan.

NAME OF PARENT INSTITUTION: Ministry of Education.

SUPPORTED BY: -

TYPE OF CENTER: Educational documentation centre.

TOTAL NUMBER OF PERSONNEL: 8

OBJECTIVES OF THE CENTER:

Collection, classifying and cataloguing of documents on education;

research analysis of collected documents;

diffusion of information.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY: 20%	ADULT EDUCATION: 20%
RELATED FIELDS: 50%	OTHERS: 10%

CLASSIFICATION SYSTEM: U.D.C.

MATERIAL ARRANGEMENT ON THE SHELF: Accession number.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 13,000.

TOTAL NUMBER OF PERIODICALS RECEIVED: 64.

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

a) A quarterly bulletin;

b) annual report of the Center and the Ministry.

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: Yes.

CURRENT ACTIVITIES AND SERVICES:

a) educational research;

b) seminars and workshops;

c) preparation of subject bibliographies.

SWITZERLAND

NAME OF CENTER: Documentation Centre of the Swiss Federation for Adult Education.

ADDRESS: Oerlikonerstrasse 38, P.O. Box 8057, Zurich, Switzerland.

NAME OF PARENT INSTITUTION: -

SUPPORTED BY: Public subsidies.

TYPE OF CENTER: Information Centre.

TOTAL NUMBER OF PERSONNEL: -

FULL TIME	PART TIME
PROFESSIONAL	NON-PROFESSIONAL

OBJECTIVES OF THE CENTER:

To provide administrators, organizers, teachers, tutors, students and other people interested in adult education with relevant information.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	ADULT EDUCATION 80%
RELATED FIELDS 10%	OTHERS 10%

CLASSIFICATION SYSTEM: subject index.

MATERIAL ARRANGEMENT ON THE SHELF: By accession number.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 3,000.

TOTAL NUMBER OF PERIODICALS RECEIVED: 110

TYPE AND NAME OF PUBLICATIONS:

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: Yes.

CURRENT ACTIVITIES AND SERVICES:

a) Organization of seminars;

b) maintenance of abstract files;

c) mail reference service;

d) photocopy service.

SWITZERLAND

NAME OF THE CENTER: Institute Africain

ADDRESS: 24, Rue Rothschild 1211, Geneve, Switzerland.

NAME OF PARENT INSTITUTION: -

SUPPORTED BY: -

TYPE OF CENTER: -

TOTAL NUMBER OF PERSONNEL: 4

FULL TIME 1	PART TIME 3
PROFESSIONAL -	NON-PROFESSIONAL -

OBJECTIVES OF THE CENTER:

Study of technical assistance in the areas of rural education, adult education cooperatives and community development.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY 5%	ADULT EDUCATION 15%
RELATED FIELDS 30%	OTHERS 50%

CLASSIFICATION SYSTEM: Subject indexing

MATERIAL ARRANGEMENT ON THE SHELF: By accession number

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: -

TOTAL NUMBER OF PERIODICALS RECEIVED: -

TYPE AND NAME(S) OF PUBLICATIONS:

Geneve - Afrique

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: -

CURRENT ACTIVITIES AND SERVICES:

a. organization of research projects;

b. organizations of seminars and workshops;

c. preparation of subject bibliographies.

THAILAND

NAME OF THE CENTER: Adult Education Division

ADDRESS: Ministry of Education, Bangkok-Dhon Metropolitan City, Thailand

NAME OF PARENT INSTITUTION: Ministry of Education

SUPPORTED BY: National Budget

TYPE OF CENTER: Government Agency

TOTAL NUMBER OF PERSONNEL:

FULL TIME	55	PART TIME	-
PROFESSIONAL	12	NON-PROFESSIONAL	-

OBJECTIVES OF THE CENTER:

- Eradicate illiteracy;
- provide opportunities for adult literacy to further their education - To develop ideas and abilities in culture, career, health and family planning;
- promote the utilization of school buildings, equipment and teachers of day schools.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	40%	ADULT EDUCATION	60%
RELATED FIELDS		OTHERS	

CLASSIFICATION SYSTEM: Dewey

MATERIAL ARRANGEMENT ON THE SHELF: Subject divided by country

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: -

TOTAL NUMBER OF PERIODICALS RECEIVED: -

TYPE AND NAME(S) OF PUBLICATIONS:

Adult Education Journal

Adult Education Wall Newspapers.

SCOPE OF PUBLICATIONS: Adult education

PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

The Division sponsors functional literacy projects, seminars and workshops.

It prepares subject bibliographies and acquisition lists.

THAILAND

NAME OF THE CENTER: Unesco Regional Office for Education in Asia.

ADDRESS: P.O.B. 1421, Bangkok, Thailand.

NAME OF PARENT INSTITUTION: Unesco

SUPPORTED BY: Unesco

TYPE OF CENTER: Research and diffusion

TOTAL NUMBER OF PERSONNEL:

FULL TIME	8	PART TIME	-
PROFESSIONAL	3	NON-PROFESSIONAL	5

OBJECTIVES OF THE CENTER:

To select, acquire and process for library use, the documents and publications needed in the research schemes at the Unesco Regional Office for Education in Asia.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	-	ADULT EDUCATION	-
RELATED FIELDS	-	OTHERS	-

CLASSIFICATION SYSTEM: Dewey Decimal

MATERIAL ARRANGEMENT ON THE SHELF: Dewey, open shelves.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 20,000

TOTAL NUMBER OF PERIODICALS RECEIVED: -

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

Annotated bibliogrpahies;

Quarterly accession list;

Directories;

Bibliographic notes, and bibliographic supplement to the Institute's Bulletin;

Abstracts.

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: Partially.

CURRENT ACTIVITIES AND SERVICES: -

UNITED KINGDOM

NAME OF THE CENTER: Department of Adult Education, Manchester University.

ADDRESS: Brunswick Street, Manchester M13 9PL

NAME OF PARENT INSTITUTION: Manchester University

SUPPORTED BY: -

TYPE OF CENTER: Research Library

TOTAL NUMBER OF PERSONNEL: 14

FULL TIME 11	PART TIME 3
PROFESSIONAL -	NON-PROFESSIONAL -

OBJECTIVES OF THE CENTER:

Providing students with necessary documents for their research activities.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY 8%	ADULT EDUCATION 50%
RELATED FIELDS 30%	OTHERS 12%

CLASSIFICATION SYSTEM: Special system based on the 'facet formula'.

MATERIAL ARRANGEMENT ON THE SHELF: By subject divided by country.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: Appr. 3,850

TOTAL NUMBER OF PERIODICALS RECEIVED: 98

TYPE AND NAME(S) OF PUBLICATIONS: -

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: -

CURRENT ACTIVITIES AND SERVICES: -

UNITED KINGDOM

NAME OF THE CENTER: The Initial Teaching Alphabet Foundation.

ADDRESS: 154, Southampton Row, London W.C.1.

NAME OF PARENT INSTITUTION: none

SUPPORTED BY: Subscriptions and bequests.

TYPE OF CENTER: Research library

TOTAL NUMBER OF PERSONNEL:

FULL TIME	7	PART TIME	1
PROFESSIONAL	-	NON-PROFESSIONAL	-

OBJECTIVES OF THE CENTER:

To organize and advance the development of Initial Teaching Alphabet (i.t.a.) throughout the world and to maintain a common standard of i.t.a. spelling and characters.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	100%	ADULT EDUCATION	10% incl.
RELATED FIELDS		OTHERS	

CLASSIFICATION SYSTEM: Subject indexing

MATERIAL ARRANGEMENT ON THE SHELF: -

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD:
29 reading schemes , 602 books and 1,237 documents.

TOTAL NUMBER OF PERIODICALS RECEIVED: -

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

a. The i.t.a. Journal

b. i.t.a. Newsletter

c. Various pamphlets on i.t.a.

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. assisting others in research and evaluation programmes;

b. organization of workshops;

c. preparation of subject bibliographies.

UNITED KINGDOM

NAME OF THE CENTER: National Institute of Adult Education (England & Wales).

ADDRESS: 35, Queen Anne St., London WIM. OBL

NAME OF PARENT INSTITUTION: -

SUPPORTED BY: Local education authorities, universities and individual members.

TYPE OF CENTER: Information centre on literacy and methodology of adult education.

TOTAL NUMBER OF PERSONNEL: 9

FULL TIME	9	PART TIME	
PROFESSIONAL	3	NON-PROFESSIONAL	6

OBJECTIVES OF THE CENTER:

Co-ordinating and advising procedures and students of adult education.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	5%	ADULT EDUCATION	(100%)
RELATED FIELDS	90%	OTHERS	5%

CLASSIFICATION SYSTEM: Subject indexing

MATERIAL ARRANGEMENT ON THE SHELF: -

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: -

TOTAL NUMBER OF PERIODICALS RECEIVED: -

TYPE AND NAME(S) OF PUBLICATIONS: -

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: -

CURRENT ACTIVITIES AND SERVICES: -

UNITED KINGDOM

NAME OF THE CENTER: University of Edinburgh, Department of Educational Studies.

ADDRESS: 11, Buccleuch Place, Edinburgh, EH8 9JI

NAME OF PARENT INSTITUTION: University of Edinburgh

SUPPORTED BY: -

TYPE OF CENTER: Research library, (post graduate course centre).

TOTAL NUMBER OF PERSONNEL: -

OBJECTIVES OF THE CENTER:

Post graduate training and research in adult education and community development.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	5%	ADULT EDUCATION	45%
RELATED FIELDS	50%	OTHERS	

CLASSIFICATION SYSTEM: Subject indexing

MATERIAL ARRANGEMENT ON THE SHELF: Subject wise, subdivided according to country.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 4,000

TOTAL NUMBER OF PERIODICALS RECEIVED: 70

TYPE AND NAME(S) OF PUBLICATIONS:

Adult Education for the Disabled

SCOPE OF PUBLICATIONS: - Adult education and local history.

PUBLICATIONS OFFERED IN EXCHANGE: -

CURRENT ACTIVITIES AND SERVICES:

a. organization of workshops and seminars;

b. research in the field of adult education in Scotland;

c. distribution of annotated acquisition lists.

UNITED KINGDOM

NAME OF THE CENTER: University of Reading, Agricultural Extension and Rural Development Centre.

ADDRESS: 16, London Road, Reading, Berkshire, U.K.

NAME OF PARENT INSTITUTION: University of Reading

SUPPORTED BY: W.K. Kellogg Foundation

TYPE OF CENTER: Postgraduate education centre.

TOTAL NUMBER OF PERSONNEL: 10

FULL TIME -	PART TIME -
PROFESSIONAL -	NON-PROFESSIONAL -

OBJECTIVES OF THE CENTER:

Postgraduate training and research in agriculturual extension and rural social development

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY 10%	ADULT EDUCATION 70%
RELATED FIELDS 20%	OTHERS

CLASSIFICATION SYSTEM: Subject index (co-ordinate indexing)

MATERIAL ARRANGEMENT ON THE SHELF: by accession number

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 3,000

TOTAL NUMBER OF PERIODICALS RECEIVED: 70

TYPE AND NAME(S) OF PUBLICATIONS:

Accession lists

Occasional bibliographies.

SCOPE OF PUBLICATIONS: Agricultural health; nutrition and family planning extension; functional literacy; aspects of rural development.

PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. instruction of postgraduate students;

b. supervision of research students;

c. organization of in-service training courses;

d. consultancy work;

e. preparation of bibliographies and training manuals.

UNITED KINGDOM

NAME OF THE CENTER: Westminster City Libraries

ADDRESS: Maida Vale Library, Sutherland Avenue, London W9 2QT

NAME OF PARENT INSTITUTION: Westminster City Council

SUPPORTED BY: -

TYPE OF CENTER: Special collection on education, welfare and allied subjects. Also collections of books for adult illiterates.

TOTAL NUMBER OF PERSONNEL: Not separately staffed

OBJECTIVES OF THE CENTER: Primarily to provide a complete collection of books and periodicals in English in the field of education for use by the general public of the London area.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY: 6% ADULT EDUCATION: 3% (i.e. excluding formal further education)

RELATED FIELDS: - OTHERS: -

CLASSIFICATION SYSTEM: Dewey DC

MATERIAL ARRANGEMENT ON THE SHELF: In Dewey classified order

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 11,500 excluding bound volumes of periodicals

TOTAL NUMBER OF PERIODICALS RECEIVED: 34

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY: Book list - Books for adult slow readers

SCOPE OF PUBLICATIONS: Book lists, annual reports

ARE PUBLICATIONS OFFERED IN EXCHANGE: Available free on application

CURRENT ACTIVITIES AND SERVICES: -

U.S.A.

NAME OF THE CENTER: Adult Education Research Information Processing Center

ADDRESS: Department of Adult Education, Florida State University, Tallahassee, Florida 32306, U.S.A.

NAME OF PARENT INSTITUTION: Florida State University

SUPPORTED BY: State of Florida

TYPE OF CENTER: Research, development, training and dissemination centre.

TOTAL NUMBER OF PERSONNEL: 18

FULL TIME: 6 PART TIME: 12

PROFESSIONAL: 14 NON-PROFESSIONAL: 4

OBJECTIVES OF THE CENTER: To identify critical problems in adult education and develop solutions through research and development activities.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY: 30% ADULT EDUCATION: 40%

RELATED FIELDS: 30% OTHERS:

CLASSIFICATION SYSTEM: Subject indexing

MATERIAL ARRANGEMENT ON THE SHELF: Country and subject wise

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 10,000

TOTAL NUMBER OF PERIODICALS RECEIVED: 6

TYPE AND NAME(S) OF PUBLICATIONS, IF ANY:

Research and Practice, monographs in adult basic education and other subject fields.

SCOPE OF PUBLICATIONS: -

ARE PUBLICATIONS OFFERED IN EXCHANGE: -

CURRENT ACTIVITIES AND SERVICES:

(a) organization of research projects. seminars and workshops;

(b) maintenance of abstract files;

(c) preparation of subject bibliographies.

U.S.A.

NAME OF THE CENTER: Adult Learning Center.

ADDRESS: North Carolina State University, P.O. 5096, Raleigh, North Carolina 27607.

NAME OF PARENT INSTITUTION: North Carolina State University.

SUPPORTED BY: -

TYPE OF CENTER: National research and development

TOTAL NUMBER OF PERSONNEL: 8

FULL TIME	5	PART TIME	3
PROFESSIONAL	5	NON-PROFESSIONAL	3

OBJECTIVES OF THE CENTER:

Provision of national leadership in the development and implementation of experimental and demonstration projects which give promise of materially improving adult education programmes.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

ADULT EDUCATION: (Literacy integrated): 100%

CLASSIFICATION SYSTEM: Library of Congress

MATERIAL ARRANGEMENT ON THE SHELF: Subject wise.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: -

TOTAL NUMBER OF PERIODICALS RECEIVED: 4

TYPE AND NAME(S) OF PUBLICATIONS:

a. The application of computer technology to the instruction of under-educated adults;

b. Guide Lines for Establishing and Operating and Adult Learning Laboratory;

c. Adult Basic Education Teacher Trainers;

d. Stimulus Support in Programmed Instruction.

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

Organization of research projects, seminars and workshops.

U.S.A.

NAME OF THE CENTER: Adult Literacy Information Center.

ADDRESS: 3723 Chestnut Street, Philadelphia, Pa.,19104.

NAME OF PARENT INSTITUTION: Philadelphia Adult Basic Education Academy.

SUPPORTED BY: Various private sources.

TYPE OF CENTER: Research library and teacher resource centre.

TOTAL NUMBER OF PERSONNEL:

FULL TIME 3 PART TIME 5
volunteers: 150

OBJECTIVES OF THE CENTER:

To have materials available for teaching; to collect information on other programmes in the literacy field; to disseminate information about illiteracy in the U.S.A.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	75%	ADULT EDUCATION	10%
RELATED FIELDS	10%	OTHERS	5%

CLASSIFICATION SYSTEM: Library of Congress

MATERIAL ARRANGEMENT ON THE SHELF: Subject wise

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 1,700

TOTAL NUMBER OF PERIODICALS RECEIVED: 6

TYPE AND NAME(S) OF PUBLICATIONS:

a. Newsletter;

b. Monographs.

SCOPE OF PUBLICATIONS: -

ARE PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. organization of research projects, seminars and workshops;

b. preparation of subject bibliographies;

c. distribution of acquisition lists.

U.S.A.

NAME OF THE CENTER: Carolina Population Center Library

ADDRESS: 123 W. Franklin St., Chapel Hill, North Carolina.

NAME OF PARENT INSTITUTION: University of North Carolina.

SUPPORTED BY: A.I.D.

TYPE OF CENTER: Technical information service and research library.

TOTAL NUMBER OF PERSONNEL: 18

FULL TIME	9	PART TIME	9
PROFESSIONAL	10	NON-PROFESSIONAL	8

OBJECTIVES OF THE CENTER:
Academic and action research in population all over the world.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	small	ADULT EDUCATION	-
RELATED FIELDS	-	OTHERS	-

CLASSIFICATION SYSTEM: subject indexing

MATERIAL ARRANGEMENT ON THE SHELF: Country wise and by accession number.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: -

TOTAL NUMBER OF PERIODICALS RECEIVED: -

TYPE AND NAME(S) OF PUBLICATIONS:

Journals, bibliography series, reprints and monographs.

SCOPE OF PUBLICATIONS:

Research in population and family planning

PUBLICATIONS OFFERED IN EXCHANGE: Yes, some of them.

CURRENT ACTIVITIES AND SERVICES:

a. preparation of subject bibliographies;

b. distribution of acquisition lists.

U.S.A.

NAME OF THE CENTER: Documentation, Information and Liaison Center.

ADDRESS: Department of Educational Affairs, Organization of American States, 17th and Constitution Avenue, N.W., Washington,D.C. 20006, U.S.A.

NAME OF PARENT INSTITUTION: Organization of American States (O.A.S.)

SUPPORTED BY: Member states.

TYPE OF CENTER: Research library and special information centre; not limited to adult education.

TOTAL NUMBER OF PERSONNEL:

FULL TIME	6	PART TIME	-
PROFESSIONAL	2	NON-PROFESSIONAL	4

OBJECTIVES OF THE CENTER:

To provide documentary support to the activities of the O.A.S. Regional Educational Development Programme.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	-	ADULT EDUCATION	-
RELATED FIELDS	-	OTHERS	-

CLASSIFICATION SYSTEM: U.D.C.

MATERIAL ARRANGEMENT ON THE SHELF: Subject wise subdivided according to country.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: -

TOTAL NUMBER OF PERIODICALS RECEIVED: -

TYPE AND NAME(S) OF PUBLICATIONS:

Documents related to the general areas of adult education and technical education are irregularly published.

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. research and evaluation;

b. distribution of acquisition lists;

c. consultation and reference services;

d. duplicating materials distributed among educational documentation centres in Latin America.

U.S.A.

NAME OF THE CENTER: International and Development Education Clearing house.

ADDRESS: University of Pittsburgh, Pittsburgh, Pennsylvania 15213, U.S.A.

NAME OF PARENT INSTITUTION: School of Education, University of Pittsburgh.

SUPPORTED BY: School of Education and University Center for International Studies.

TYPE OF CENTER: Clearing house, special information center.

TOTAL NUMBER OF PERSONNEL: -

FULL TIME	1	PART TIME	2
PROFESSIONAL	1	NON-PROFESSIONAL	2

OBJECTIVES OF THE CENTER:

To serve the faculty and students of the programme and other local and foreign scholars.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	15%	ADULT EDUCATION	10%
RELATED FIELDS	10%	OTHERS	15%

(international development: 25% development education: 25%)

CLASSIFICATION SYSTEM: Country and subject indexing

MATERIAL ARRANGEMENT ON THE SHELF: Country and subject wise.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 2,000

TOTAL NUMBER OF PERIODICALS RECEIVED: 6

TYPE AND NAME(S) OF PUBLICATIONS:

Adult Education in Developing Countries, a bibliography.

SCOPE OF PUBLICATIONS: Adult education

PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. organization of research projects, seminars and workshops;

b. distribution of acquisition lists.

U.S.A.

NAME OF THE CENTER: Laubach Literacy, Inc., Library

ADDRESS: 1011 Harrison Street, Syracuse, N.Y. 13210
U.S.A.

NAME OF PARENT INSTITUTION: Laubach Literacy Inc.

SUPPORTED BY: -

TYPE OF CENTER: Research library

TOTAL NUMBER OF PERSONNEL: 1

OBJECTIVES OF THE CENTER:

Provides reference facilities for the staff of Laubach Literacy Inc., and research materials for students in literacy journalism.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	90%	ADULT EDUCATION	-
RELATED FIELDS	10%	OTHERS	-

CLASSIFICATION SYSTEM: Library of Congress for books and subject indexing for documents.

MATERIAL ARRANGEMENT ON THE SHELF: -

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: -

TOTAL NUMBER OF PERIODICALS RECEIVED: 45

TYPE AND NAMF(S) OF PUBLICATIONS:

Reading materials for neo-literates and their teachers.

SCOPE OF PUBLICATIONS: -

ARE PUBLICATIONS OFFERED IN EXCHANGE: No

CURRENT ACTIVITIES AND SERVICES:

Preparation of subject bibliographies.

U.S.A.

NAME OF THE CENTER: National Education Association (N.E.A.) Adult Education Clearing house.

ADDRESS: 1201-16th St., N.W., Washington D.C. 20036.

NAME OF PARENT INSTITUTION: National Education Association.

SUPPORTED BY: same

TYPE OF CENTER: Special information centre.

TOTAL NUMBER OF PERSONNEL:

FULL TIME -	PART TIME -
PROFESSIONAL -	NON-PROFESSIONAL -

OBJECTIVES OF THE CENTER:

a. To provide easier access to information useful in the education of adults and out-of-school youth;

b. To obtain, process and disseminate information on all aspects of adult education.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY 70%	ADULT EDUCATION 30%
RELATED FIELDS -	OTHERS -

CLASSIFICATION SYSTEM: Modified termatrex

MATERIAL ARRANGEMENT ON THE SHELF: By accession number

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 200

TOTAL NUMBER OF PERIODICALS RECEIVED: 6

TYPE AND NAME(S) OF PUBLICATIONS:

Occasional publications on adult education and teaching.

SCOPE OF PUBLICATIONS: Adult education

PUBLICATIONS OFFERED IN EXCHANGE: Yes.

CURRENT ACTIVITIES AND SERVICES: -

U.S.A.

NAME OF THE CENTER: National Multimedia Centre for Adult Basic Education.

ADDRESS: 14, Normal Ave., Montclair State College, Upper Montclair, N.J. 07043.

NAME OF PARENT INSTITUTION: Montclair State College

SUPPORTED BY: U.S. Office of Education

TOTAL NUMBER OF PERSONNEL:

FULL TIME	6	PART TIME	4
PROFESSIONAL	3	NON-PROFESSIONAL	7

OBJECTIVES OF THE CENTER:

Distribution of abstracts on adult basic education.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	50%	ADULT EDUCATION	40%
RELATED FIELDS	-	OTHERS	10%

CLASSIFICATION SYSTEM: Accession number

MATERIALS ARRANGEMENT ON THE SHELF: By accession number

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD:

1,600 (plus 100 each month).

TOTAL NUMBER OF PERIODICALS RECEIVED: None

TYPE AND NAME(S) OF PUBLICATIONS:

Abstracts, monthly.

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: -

CURRENT ACTIVITIES AND SERVICES:

a. maintenance of abstract files;

b. preparation of subject bibliographies.

U.S.A.

NAME OF THE CENTER: Reader Development Program.

ADDRESS: Stations Department, Free Library.

NAME OF PARENT INSTITUTION: Free Library of Philadelphia

SUPPORTED BY: City of Philadelphia

TYPE OF CENTER: Library and resource centre.

TOTAL NUMBER OF PERSONNEL: 7

FULL TIME	7	PART TIME	-
PROFESSIONAL	-	NON-PROFESSIONAL	-

OBJECTIVES OF THE CENTER:

To provide materials for adults and young adults above the age of 14 who read on or below the eigth grade level that will aid in their cultural, economic, educational and vocational advancement.

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY	90%	ADULT EDUCATION	5%
RELATED FIELDS	5%	OTHERS	-

CLASSIFICATION SYSTEM: Reader interest categories.

MATERIAL ARRANGEMENT ON THE SHELF: By reader interest categories then alphabetically by title.

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 700

TOTAL NUMBER OF PERIODICALS RECEIVED: 1

TYPE AND NAME(S) OF PUBLICATIONS:

a. Bivot - bi-monthly newsletter;

b. Annotated Bibliography;

c. Annotated list of filmstrips;

d. Various special booklists.

SCOPE OF PUBLICATIONS: Adult basic education

PUBLICATIONS OFFERED IN EXCHANGE: Yes

CURRENT ACTIVITIES AND SERVICES:

a. circulation of materials;

b. distribution of bibliographic information.

VENEZUELA

NAME OF THE CENTER: Adult Education Documentation and Information Centre

ADDRESS: Direccion de education primaria y normal, Division de education de adultos

NAME OF PARENT INSTITUTION: Ministry of Education, Division of Adult Education

SUPPORTED BY: Ministry of Education, Division of Adult Education

TYPE OF CENTER: Information and documentation centre, especially on adult education.

TOTAL NUMBER OF PERSONNEL: 4

FULL TIME: - PART TIME: -

PROFESSIONAL: - NON-PROFESSIONAL: -

OBJECTIVES OF THE CENTER: -

PROPORTION OF TOTAL COLLECTION DEVOTED TO:

LITERACY ADULT EDUCATION 60%

RELATED FIELDS 40% OTHERS

CLASSIFICATION SYSTEM: Dewey

MATERIAL ARRANGEMENT ON THE SHELF:

TOTAL NUMBER OF BOOKS AND DOCUMENTS IN THE FIELD: 2,000 approximately

TOTAL NUMBER OF PERIODICALS RECEIVED: 20

TYPE AND NAME OF PUBLICATIONS: Temas de Educacional Adultos
Reports
Bibliographies

SCOPE OF PUBLICATIONS: -

PUBLICATIONS OFFERED IN EXCHANGE: -

CURRENT ACTIVITIES AND SERVICES: Documentation

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